CONFIDENTIAL
Approved For Release 2006/11/13 : CIA-RDP75-00399R000100050054-3

REPORTS INVENTORY

PREPARE IN DUPLICATE

CONTROL NO. DDS&T/OCS-1

1. TITLE OF REPORT (If a title-in report include Form No.)
* OCS Resource Distribution (PRISM Report)

2. TYPE OF REPORT: x NATIONAL; MANAGERIAL; ONLINE-HARD COPY

3. FUNCTIONAL AREA: PERSONNEL; TRAINING; LOGISTICS; SECURITY; MEDICAL; FINANCE; ADMIN, GENERAL; * OTHER (Specify) Computer Services

4. NO. OF COPIES PREPARED: 15

5. FREQUENCY (Weekly, monthly, quarterly, etc.): Quarterly

6. DISTRIBUTION (No. of components not number of copies) Complete Rpts:8 Partial Rpts: 27

7. FORMAT (Memorandum, form computer printout, etc.): xeroxed computer printout

8. ADP PROCESSING: xx YES; NO; IF YES GIVE ADP PROCESSING NO.:

9. DIRECTIVE AUTHORITY REQUIRING REPORT: none

10. PREPARING COMPONENT (Include lowest level contributing information to report): Computer Processing Branch/ Ops Division/OCS

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.) 1 - Manpower distribution by project; 2 - Manpower distribution by customer; 3.- Manpower distribution by activity; 4 - equipment distribution by project.

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR

B. COSTS OF COMPUTER PRODUCED REPORTS

Yearly Resources:				
	Manpower:	1,883 hrs.	$17 hour*	$32,011
	360/65	67 hrs.	$230 hour	38,410
	360/20	98 hrs.	$35	3,430
*Includes OCS overhead factor			TOTAL COSTS PER YEAR	$74,000

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (In addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

The objective of this report is to provide an integrated method for gathering and displaying management information on the utilization of OCS resources by Directorate, Office, and Project.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

RETAIN AS IS; CHANGE; DISCONTINUE; x OTHER (explain) Modify to include costs of OCS resources utilized.

ESTIMATED SAVINGS: MAN-HOURS --; DOLLARS --

25X1

15. DATE OF INVENTORY: 14 October 1970

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

18. EXTENSION

25X1

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